

## Project Proposal Checklist Application for Local HSIP Funding

The following is a basic checklist for elements that must be included in a project application for Local Highway Safety Improvement Program (HSIP) or High Risk Rural Roads Program (HRRRP) program funds. Please review the *"Local Highway Safety Improvement Program Project Selection Guidance"* (Local HSIP Guide) for more detailed descriptions.

### Cover Letter:

The cover letter must be signed by highest elected official of the local public agency (county, city or town) that owns or maintains the public road(s) where the proposed infrastructure project will be constructed. The letter shall contain all of the following:

- Statement of Project Intent including the project location and type of work
- Total project development and Construction Cost Estimates
- Provide the reason that this is one of the worst problems in your area
- A proposed timeline for project development and construction should be included.

### Road Safety Audit Report:

- The project intent statement (e.g. proposed project elements) must address one of the emphasis areas in the current Indiana Strategic Highway Safety Plan.
- Indiana's SHSP can be viewed at <http://www.in.gov/indot/files/shsp.pdf>.
- All projects must meet the Six Requirements for project eligibility on page 6 of the Local HSIP Guide.
- The road safety audit report will contain documentation that a needs analysis was conducted to determine the most effective crash countermeasures to the particular safety problems at the project location.
- In most cases analysis of 3 full years of crash data is needed to demonstrate that the proposed countermeasure selection is correct. For low cost programmatic improvement projects a cost constrained plan for installation at the worst safety performance locations may be an appropriate needs analysis.
- Document that an inter-disciplinary team reviewed the needs analysis and concurred in the proposed safety countermeasures.

### Financial Analysis:

- Document that a financial analysis was conducted and determined that the proposed project is a financial benefit to the community.
- Projects at individual sites like intersections or road segments should undergo a Benefit / Cost analysis
- Projects to construct low cost programmatic safety countermeasures don't readily lend themselves to conventional benefit/cost analysis so in those cases a more program based method for prioritizing and assessing the merits of investment choices may be used. (see page 4 of the Local HSIP Guide)